

Frederick County Ethics Commission
Minutes for the Public Meeting of Wednesday, April 10, 2019

Present: Stephen K. Hess, Chair
 Ernest A. Heller, Vice-Chair
 M. Shane Canfield, Commission Member
 Christopher D. Glass, Sr., Commission Member
 Deborah L. Lundahl, Commission Member
 Alan Shapiro, Commission Member
 Rev. Douglas P. Jones, Alternate Commission Member
 Linda B. Thall, Senior Assistant County Attorney

Absent: Deidre R. Davidson, Commission Member

The Frederick County Ethics Commission meeting started at 7:00 p.m. on April 10, 2019, in the Winchester Room on the 2nd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

Approval of the minutes – The draft minutes from the March 13, 2019 meeting were emailed to the members before the meeting.

MOTION: Mr. Heller made a motion to approve the minutes. Rev. Jones seconded the motion, which was approved unanimously.

Discussion of training for County officials and employees – Mr. Shapiro suggested prior to the meeting that the Commission members discuss the best way to refine the Commission's training PowerPoint for training different employee groups. Ms. Thall informed the Commission of the progress made to date by the County in implementing the Commission's training recommendations, including an initial training session to be held in April for the County's division directors and managers. This training will be conducted by an attorney who has experience as an instructor on Maryland's local ethics laws. The County has also created a focus group of division directors who will be providing direction on how to implement the ethics training for different employee groups. The Commission asked Ms. Thall to obtain a copy of the training materials used in the April training session, to obtain feedback on any issues arising out of the initial training session and to get direction from the County on what assistance is needed from the Ethics Commission in connection with the ongoing employee training. Rev. Jones thanked Mr. Heller, Mr. Shapiro and Ms. Davidson for their work on the training PowerPoint. The other Commission members also stated their appreciation for the time and effort of these three members.

Discussion of whether the Commission will meet in May – Three of the members have advised the Commission that they will be unable to attend the May 8 meeting. Mr. Hess asked whether any other members were aware of a reason why they might not be able to

attend the May meeting. No additional conflicts were noted. As it appeared that there will be a quorum for the meeting, the Commission plans to meet on May 8.

Financial disclosure statements – Ms. Thall reminded the members that their financial disclosure statements needed to be filed by April 30.

Ethics Nominating Committee – Mr. Heller, who has been serving as the Ethics Commission's representative on the Ethics Nominating Committee, suggested that the Commission select another member to work with the Committee, as he may be applying for reappointment when his term expires in June 2020. The Commission agreed to make this change and will discuss this further after the new Ethics Commission members needed to fill the positions that will become vacant in July 2019 are appointed and confirmed. Mr. Canfield had general questions about how the recruitment and appointment process works. Mr. Heller described the process and commented that the Nominating Committee has been very efficient in recruiting applicants to serve on the Ethics Commission, interviewing those applicants and making recommendations to the County Executive so that the positions are filled in a timely manner.

Update on Advisory Opinion 19-02 – Mr. Canfield asked whether there had been any additional contact with the individual who requested the Advisory Opinion. Ms. Thall informed the Commission that she had spoken with that individual and that additional efforts had been made to facilitate compliance with the guidance provided in this Advisory Opinion.

Adjournment

MOTION: Mr. Heller made a motion to adjourn. Mr. Shapiro seconded the motion, which was approved unanimously.

The Ethics Commission adjourned its meeting at approximately 7:30 p.m.

/s/

Linda B. Thall, Senior Assistant County Attorney